



## **Michael Watson** SECRETARY OF STATE

### **Secretary of State's Office Finance and Administration Division Finance Director**

This position is responsible for managing the budget and financial operations of the Secretary of State's Office. This is accomplished through oversight and supervision of the Finance Division. The Finance Division is responsible for all agency accounting and budgeting functions, procurement, administering fleet, fixed assets, agency records, oversight of facilities in multiple locations, and agency mail room functions.

#### ***Responsibilities include, but are not limited to:***

##### **Manage Agency Finances**

- Oversee divisional operations and management of staff.
- Provide opportunities for staff cross training.
- Ensure strong internal controls are maintained for all agency financial operations.
- Make recommendations for enhancements in budgeting, financial, reporting processes and records management. Direct the development, installation and modification of accounting systems as needed.
- Conduct protective and constructive internal audits to review the effectiveness of controls, record keeping, and operations in the areas of budget, accounting, and procurement to ensure proper recording of transactions and compliance of applicable laws and regulations.
- Work with external auditors as needed.
- Internal analysis of financial efficiency of divisional operations.
- Administer federal grants in collaboration with relevant division(s). Maintain financial records of grants in state accounting system and prepare federal reports.

##### **Budget**

- Work with Division Directors and Assistant Secretaries of State to develop an annual budget for each division.
- Compile the annual budget requests from the divisions and prepare a complete budget for executive approval.
- Develop annual legislative budget requests and attend legislative budget hearings as requested.
- Manage funds and internal coding for agency budgets.
- Establish annual budget controls for budgeted and escalated funds in the state accounting system.
- Review budget activities on a constant basis and approve requests and expenditures.
- Develop and implement new or expanded internal budgeting processes.
- Prepare monthly budget to expenditure reports for the agency and for each division.
- Prepare and submit performance measure reports to DFA and LBO.

##### **Purchasing and Accounting**

- Work with senior management to identify procurement services needed. Supervise purchasing of all agency services, commodities, and equipment.

- Review and approve contracts and purchase orders to ensure compliance with state requirements and internal policies and procedures.
- Review and approve invoices submitted for payment in accordance with state requirements and internal policies and procedures.
- Monitor budget balances while performing accounting approvals.
- Review and approve revenue transactions and ensure funds are transferred to the proper Treasury account in a timely manner.
- Prepare monthly financial reports which include revenue collections, actual and projected expenditures, and contract and purchase order balances.
- Prepare and submit the annual GAAP package and other year-end close out reporting.
- Work with Publications division to prepare financial annual report data.
- Supervise inventory transfers and record keeping of same. Oversee annual equipment audits.
- Supervise administration of fleet.

**Serve as a member of Senior Staff**

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

- Master's Degree in Business / Accounting preferred; or Bachelor's Degree plus 4 years' experience in governmental accounting.
- Knowledge of State & Federal budget processes and fund management
- Knowledge of State & Federal finance and procurement and contracts rules and regulations
- Operational knowledge of state agencies
- Senior level management experience
- Systems: SPAHRS, MAGIC, MERLIN, OBRS preferred; Excel, Proprietary revenue collections system, Commercial Checking Account Applications.
- Ability to coordinate multiple high-level priorities
- Ability to interact effectively with all levels of employees in agency